



# VIDEO AND PHOTOGRAPHY POLICY AND GUIDANCE

## CONTENTS

Photographing and filming children in aikido.....	2
Rules to be observed .....	2
Use of Photographic/Filming Equipment by the Media at Club Events .....	3
Use of Photographic/Filming Equipment by Parents and Spectators .....	3
Change Log .....	4

## PHOTOGRAPHING AND FILMING CHILDREN IN AIKIDO

Clubs often want to celebrate the achievements of their junior members through taking photographs or films. This Policy document and guidance will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

Images can be used as a means of identifying children when associated with personal information e.g. “this is X who lives at y”,” X is a member of the Z aikido club and likes a certain music group”. This information can make a child vulnerable to an individual who may wish to contact and start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact in the “real” world.

The guidance applies whether images are taken using cameras, mobile phones or any other equipment – and applies to both still and video images.

## RULES TO BE OBSERVED

Ensure parents/guardians and children have given their consent for the taking and publication of photographic images and have signed and returned an appropriate “permission form” (the Alliance suggest including this within the club application form).

All children must be appropriately dressed with Dogi (training uniform) covering their torso from at least the bottom of their neck to their calves.

Photography or recording should focus on the activity rather than a particular child or children and personal details which could make a child vulnerable, such as their exact address, should never be revealed.

Where possible, ensure that photographs and videos represent the diverse range of children in the club. So consider the representation of:

- Boys and girls from a range of kyu grades
- Children from ethnic communities
- Disabled children
- Children wearing glasses (where safe to do so)

Where possible do not include the name of a child whose image is being used. **If naming a child or children in an image, only use first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the club.** Avoid the inclusion of other detailed information about individual children

Anyone taking photographs or recording at any club event, regardless of equipment used and including mobile phones, must have a valid reason for doing so and seek the permission of the person in charge.

All concerns regarding inappropriate or intrusive photography should be reported to the Alliance Lead Safeguarding Officer, or the club’s Welfare Officer as appropriate.

## USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY THE MEDIA AT CLUB EVENTS

There is evidence that some people use sporting events as an opportunity to take inappropriate photographs or film footage of children.

While this might be rare in Aikido, all those involved have a duty of care to children to ensure that this risk is as small as possible. By taking some simple steps, risks will be reduced.

If outside professional photographers are commissioned or the press is invited to a club activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of children:

- The photographer/camera person must have bona fide identification and be able to produce it on request.
- Participants and parents must be informed that a photographer/camera person will be in attendance and ensure that they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to aikidoka or one-to-one photo sessions at events
- Do not approve/allow photo sessions outside the event or at the child aikidoka's home.
- Event organisers could consider issuing a coloured identification label or badge which can highlight those who have permission to photograph or film.

## USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY PARENTS AND SPECTATORS

If parents or other spectators are intending to photograph or video at an official club event they should also be made aware of the requirements of this policy. All those using photographic or video equipment (including mobile phones) should register with the Lead Instructor prior to taking images of children.

Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming.

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- Event organisers should approach and challenge any person taking photographs who has not made him/herself known and/or registered with them. They might need to refer it to the local police if this person continues to record images in an unauthorised manner

## CHANGE LOG